MALETHABO GERALDINE
MALATJI

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malatjimalethabo@gmail.com

EDUCATION

⊙ **NATIONAL DIPLOMA INFORMATION TECHNOLOGY(BUSINESS APPLICATIONS)**

TSHWANE UNIVERSITY OF TECHNOLOGY, PRETORIA
2022

- Proficient in PL/SQL for effective database management.
- Skilled in HTML for dynamic web development.
- Experienced in C++ for robust programming solutions.
- Competent in Visual Basic for efficient application development.
- Adept in Microsoft Office 365 for enhanced productivity.
- Knowledgeable in Cisco networking solutions for optimal connectivity.
- Familiar with CSS for improved web design.

⊙ **NATIONAL SENIOR CERTIFICATE**

NORTHERN ACADEMY SECONDARY SCHOOL, SOUTH AFRICA
2017

- Bachelor's admission

ABOUT ME

⊙ I am an IT professional eager to leverage my problem-solving and technical skills to develop innovative solutions. With a strong passion for learning new technologies, I excel at applying them to real-world challenges. As a dedicated team player, I prioritize collaboration to achieve optimal results. I am enthusiastic about furthering my career in this dynamic field and making a lasting impact.

WORK EXPERIENCE

⊙ **END USER SUPPORT TECHNICIAN | JUL 2023 - JAN 2024**

SITA, CAPE TOWN
- Delivered expert assistance in hardware and software setup and configuration, ensuring seamless user experience.
- Proficiently troubleshot complex technical issues, providing effective solutions and enhancing system performance.
- Analyzed and reported on issues, recommending strategic solutions to improve operational efficiency.

⊙ **JUNIOR BUSINESS ANALYST | JUL 2022 - JUN 2023**

MOEPI PUBLISHING, PRETORIA
- Developed and maintained comprehensive project plans and schedules to ensure timely delivery.
- Led and motivated project teams, fostering collaboration and enhancing productivity.
- Documented and reported on project progress, providing insights for data-driven decision-making.

⊙ **FIELDWORKER | FEB 2022 - MAR 2022**

DEPARTMENT OF STATS SA, LIMPOPO
- Contributed to the successful execution of the Census 2022 project as a Fieldworker, conducting in-depth interviews and meticulously gathering critical household data.

LANGUAGES

English

sepedi

xitsonga

SKILLS

Problem Solving skills

Project management

Support technician

Software Develpment

Team collaboration

Statistical Analysis

PERSONAL DETAILS

- Date of birth
  11 Oct 1999

- Nationality
  South African

- Visa status
  N/A

- Marital status
  Single

DRIVING LICENSE

- DRIVING LICENSE CATEGORY
  C1

LINKS

LinkedIn:
www.linkedin.com/in/geraldinemalatji

Github:
http://github.com/geraoct

REFERENCES

MAMOROBELA SP

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